

## Department of the Army, DoD

## § 644.368

to be transferred or assigned to another Federal agency for removal within the time specified.” If such advice is not received by the time specified, the property should be disposed of without further delay and GSA notified of the action.

### **§ 644.361 Distribution of report of excess.**

Copies of the final Report of Excess (SF 118) will be distributed simultaneously as follows:

(a) Complete copies to: (1) Regional Office, GSA—original and four copies.

(2) District Engineer—one copy.

(b) Division Engineer—one copy of the cover sheet (SF 118), and transmittal letter.

(c) A complete copy, except Schedule C (SF 118c), to HQDA (DAEN-REP) WASH DC 20314 and one copy of the cover sheet to HQDA (DAEN-REM) WASH DC 20314.

(d) Where family housing is involved, one copy of the cover sheet and the pertinent schedules A and B to the Deputy Assistant Secretary of Defense (Installations and Housing), Washington, DC 20301.

### **§ 644.362 Notice of receipt.**

GSA should promptly notify the holding agency of the date of acceptance of each Report of Excess (SF 118). The date GSA will assume the expense of cost and custody as provided in §§ 644.368 through 644.375, will be figured from this date.

### **§ 644.363 Withdrawals or corrections of reports of excess.**

(a) Subject to the approval of GSA, and to such conditions as GSA considers appropriate, Reports of Excess may be withdrawn or corrected at any time prior to disposition of the property, by filing a corrected SF 118 with the regional office of GSA. Corrections and withdrawals will bear the same number as the report of excess to which they pertain, but will bear a letter suffix beginning with “A” for the first correction or withdrawal and continuing in alphabetical sequence for succeeding corrections or withdrawals. “Correction” will be conspicuously stamped on the face of the SF 118 for both withdrawals and corrections. Dis-

tribution of requests for withdrawal or correction will be the same as that made of the Report of Excess to which the withdrawal or correction pertains.

(b) Property which is reported to GSA for disposal will not be withdrawn without the prior approval of HQDA (DAEN-REM) WASH DC 20314, nor will return of the SF 118 be accepted without the approval of DAEN-REM. (See §§ 644.340 through 644.347, concerning prior approval of DOD for withdrawals from excess of real property having an estimated fair market value in excess of \$50,000.)

### **§ 644.364 Supply of forms.**

Standard forms 118, 118a, 118b, and 118c, are not available in normal Army Adjutant General supply channels. The forms should be procured from GSA.

### **§§ 644.365—644.367 [Reserved]**

#### CARE AND CUSTODY OF EXCESS AND SURPLUS PROPERTY

### **§ 644.368 Procedures and responsibilities for care, custody, accountability, and maintenance.**

(a) *Department of the Army Military Property.* Care, custody, accountability, and maintenance of excess Army military real property will be as prescribed in AR 405-90.

(b) *Department of the Army Civil Works Property.* DEs will retain custody and accountability of all excess civil works real property under their jurisdiction until final disposition is effected.

(c) *Department of the Air Force Property.* Pursuant to AFR 87-4, the Department of the Air Force is responsible for care and custody of excess Air Force real property. However, upon request by the Air Force DEs may assume custody if no costs are involved, or where cost is involved if funds therefor are furnished upon request by the DE.

(d) *Department of Energy (DOE), National Aeronautics and Space Administration (NASA), and Other Federal Agencies.* Where the Corps of Engineers is acting as real estate agent for other Federal agencies, DEs, at the request of the agency, may assume care and custody of excess real property on a reimbursable basis.